

TRAINING ASSIGNMENT AGREEMENT

Employee:_____

Date: _____

Supervisor: _____

In accordance with the Office of Public Instruction's Hiring Policy, and with MOM, Volume III, policy 3-0505, Rule 1806, the following written agreement is set forth:

It is agreed that _____ will enter into a training assignment under position number _____ of the Office of Public Instruction. This position is classified as a _____, grade _____.

The purpose of this training assignment is to allow the incumbent to attain additional experience and training related to the required knowledge, skills and abilities needed to perform the duties and responsibilities of this position. In the opinion of the employer, the Office of Public Instruction, the incumbent does not meet the minimum qualifications of this position.

This training assignment will be for a period of six months. It is to begin _____ and end _____. A mid-term progress review will be conducted and documented on or about _____ between the incumbent and supervisor.

To obtain the qualifying experience and training for this position, the employee will complete the following:

Area	Training Activities	Demonstrated Skill	Target Date
	Purpose		
	How:		
	Purpose:		
	How:		
	Purpose:		
	How:		
	Purpose:	.	
	How:		
	Purpose:		
	How:.		
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	How:		
	Purpose:		
	How:		
	Purpose		
	How:		

If completion of the Training Assignment by the incumbent is found to be unsatisfactory, the Office of Public Instruction may exercise the option of renewing the training assignment for another period not to exceed six months, terminate the incumbent, move the incumbent to another position or take other appropriate action.

Upon successful completion of the training assignment, the incumbent's salary will be raised to the appropriate grade related to the classification of the position under the guidance of the Office of Public Instructions Hiring Policy and MOM, Volume III, Policy 3-0505.

The training assignment may be terminated early if in the opinion of the employer, the Office of Public Instruction, the employee has successfully gained the required knowledge, skills and abilities needed to perform the duties of the position or for unsatisfactory job performance. A written report documenting the completion of the training assignment will be sent to the Personnel Officer.

The Office of Public Instruction agrees to provide the incumbent the necessary training, guidance, and supervision whereby he/she may successfully complete the training assignment. The employee is entitled to any and all rights and benefits given to an employee of the Office of Public Instruction under a collective bargaining contract.

It is agreed that the incumbent shall be paid at the rate of a grade _____ (\$_____/hr), to begin on _____. Upon successful completion of the training assignment, the incumbent will be paid at a grade _____ (\$_____/hr).

Employee

Date

Supervisor

Date

Personnel Officer

Date

Superintendent

Date